



AGENDA

WARRENTON PARKS ADVISORY BOARD

REGULAR MEETING

June 13th, 2022 – 4:00 P.M.

Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **CONSENT CALENDAR**
 - a. April 11th Meeting Minutes
4. **REPORTS**
 - a. Warrenton Kids Inc. – Debbie Little
 - b. Public Works Operations – Kyle Sharpsteen
5. **BUSINESS ITEMS**
 - a. Bike Track- Erik Luysterborghs
 - b. Gazebo Proposal- Spruce up Warrenton
6. **DISCUSSION ITEMS**
 - a. Warrenton Kids Inc, Quincy Park Fields
 - b. Update on Trail Signage
 - c. Park Tours
7. **ADJOURNMENT**

Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

MINUTES
Warrenton Parks Advisory Board
April 11th, 2022
Warrenton City Hall – Commission Chambers
225 S. Main
Warrenton, OR 97146

Parks Board Members Present: Chairperson Sara Long, Ron Dyer, Anya Schaueremann, Carol Snell, Brooke Terry, Vice Chair Bert Little.

Park Board Members Absent: Michelle Murray

Staff Present: Kyle Sharpsteen; Public works Operations Manager

CONSENT CALANDAR

A. Minutes of February 14th Meeting

Chairperson Sara Long made the motion to approve the minutes of the February 13th meeting. Board member Ron Dyer seconded the motion, and all board members were in favor.

REPORTS

Warrenton Kids Inc. – Debbie Little reported to the board that baseball season started. Debbie also reported that they have fertilized and cut the sod around the fields and thinks they are looking very good. She reported that they have 10 teams this season, that includes the babe ruth team. Warrenton kids has taken over the duty of scheduling for Knappa, Seaside, Astoria Park & Rec, Ilwaco and Ocean Park since Astoria Park n Rec does not have a program.

Public Works Operations – Kyle Sharpsteen, Public Works Operation Manager reported to the board that they have started working on the Forest Rim Park project. The foreman and team had locates down and ready to begin work when the people from High Life began to raise concerns about the project. Their main concern is the children, homeless and access through their property. Public works had a meeting with them and addressed their concerns. High Life stated in the meeting they had planted many costly trees on the park property, so we are giving them the opportunity and time to remove those before we start grading and fencing. The Public Works has been thoroughly maintaining the City Park. The team delivered sand, pressure washed the playground, replaced the roof on the dugout and re-stripped all the parking lots. Kyle gave credit to Ron Dyer and Warrenton Kids on how great the fields are looking. The crew just finished building a viewing platform deck, at the 3rd st park and added rope to the parking area to ensure there isn't motorized vehicles driving around the bollard. All the other maintenance is caught up by 3D Landscaping and things are looking great. Crews tore down the playground by the library as it was getting dangerous and hazardous. Finishing up, we got new 10X10 columns for the dog park picnic shelter.

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BUSINESS ITEMS

Field Use Agreement: Chairperson Long stated the agreement was not included in the agenda, so they're probably waiting on the approval of it.

Donations to the library: Chairperson Long wanted to discuss donations to the library. She would like to start getting those items together and delivered. She is happy to take the initiative herself and drive around gathering items, taking pictures, and create a Facebook post to make it known that these items are here and available- encouraging people to check things out and even donate if they would like to. The library does have a system set up to check items out and return them.

DISCUSSION ITEMS

Kyle mentioned there has been a discussion and meeting with Quincy about potentially putting a community grant line in the budget for \$25,000. This doesn't need to be used but will be there if someone else needs available funding. Lighting in the park was also a topic of discussion. How can we get the most out of the \$50,000 budget? He suggested maybe we get a few lights out in the problem areas and expand from there. Kyle stated there was mention of matching money from the Urban Renewal Fund as well. He would like to start by lighting up the bathrooms and the picnic shelter area since they're frequently vandalized. Chairperson Long agreed and stated the more lighting at the park creates more play time for children.

Mr. Brian Vollner; Graphic Design teacher at the Warrenton High School wanted to figure out the sign timeline. He would like to introduce this as a project we complete early next school year. He mentioned a few factors – is it historical, artistic, does it need to be updated often, easy to clean, fabrication costs, etc. Is there a city style guide, fonts, colors, he wants to make sure it's consistent with the cities branding? Kyle suggested potentially spending the money on the materials before the end of this fiscal year to align with the budget and help form a timeline. The board discussed a general idea of what the sign should incorporate. We want to include our city flower (a daffodil), potentially a scannable QR code and within in that we would like to include cultural and environmental history of Warrenton. Chairperson Long Stated online content isn't something we have addressed yet- Budget wise, staff time, manpower, etc. Kyle suggested that maybe having a continual updating QR code that shows the weather, or the current tide charts for the future. Mr. Vollner wants to ideally have his students write proposals, take site images,

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design proposals, and present three different options. Chairperson Long, stated the sign needs to be permanent but maybe leave a changeable area as technology and history changes/advances. We need to consider weather impacts as well. Mr. Vollner informed the board that the Warrenton High School does not have a construction program and mentioned liability meaning if one of the kids get hurt trying to build this sign. Everyone decided we need to figure out who will be physically building the sign but agreed that we want the kids to create the design and get credit somewhere on the sign. He did mention that the Jewell School District does have a construction program and encouraged reaching out to them. Mr. Vollner mentioned later down the line, that the school does have a Dye sublimation printer and a heat press; Meaning he can create small metal signs for QR codes along the trails. They can easily be re-printed or removed if vandalized or the website is inaccurate, etc. The dye-sublimation is also weather resistant regarding the longevity of the signs. In summary, we still need to find someone to construct the sign. Our main concerns are maintenance of the sign and vandalism. Kyle stated he can ask Collin, The Public Works Director if it's something public works can work on, or he will even send it out to a few contactors to get some bids.

Chairperson Long revisited the parks tour discussion. Long would like Public Works to bring the board members around to each park so they can see everything, maintenance, and anything else that the city may need from the parks board. Kyle would like to wait a few weeks until the open office position closes so he can include the new employees as well.

Ron Dyer mentioned that Adam Neering wants to put some fencing by the concessions to have a warm up area for pitchers to keep the ball inside and keep everyone from getting hurt. Also, on the first base side there is a mound, and he would like to put a 15 ft fence and extend it. He thinks it will make it look sharper and he may even be able to find some turf to lay down. Kyle stated that Linda the City Manager wanted a draw up of the proposed plan.

Chairman Long wanted to address a few things; New rules and outlines for boards and committees within the city. She said when we have a guest speaker, we need to make sure we are following the Roberts rules of order. If you have something to say, ensure you are saying point of order and trying to keep things concise.

Long discussed updates on the Cornhole tournament and the need for volunteers. She needs people to help organize the food, kids' activities, run the tournament, sell raffle tickets, etc. They are planning on Saturday August 20th, the third weekend of August. She

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is planning on having t-shirts for the event and creating a logo; In hopes of making this an annual event. There will be 32 teams, plus volunteers and any family members to watch. She ideally wants to get a few food carts in. The plan is to have the tournament on the tennis court, then a kids activity area, and the beer garden nearby. She noted these locations are pending keeping field care in mind. The profit will be in the raffle. She would like to do food tickets for the participants and volunteers. She will be looking for donations from local businesses. Long ended by stating her next steps are an event application, buy the cornhole bags, create boards, etc.

There being no further business, Chairperson Long adjourned the meeting at 5:30 p.m.
Next regular meeting is scheduled for June 13th, at 4:00 p.m.

Approved

Pro Temp chair Bert Little

Sara Long, Chair

Attest



Kyle Sharpsteen, Public Works Operations Manager

**Proposal for City Commissioners
for a gazebo in
Peterson Park**

**submitted by:
Jeanne Smith, Chairperson
Brenda Hoxsey, Team Leader
Board Members of
Spruce Up Warrenton**

June 14, 2022

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PROPOSAL TO THE WARRENTON CITY COMMISSIONERS

June 2022

FROM: SPRUCE UP WARRENTON

Jeanne Smith, Chair person

Brenda Hoxsey, Organization Chair

Spruce Up Warrenton would like to lease property from the City of Warrenton.

1. PROPERTY DESCRIPTION

Spruce Up Warrenton would like to name this property Peterson Park.

Spruce Up Warrenton wants to lease the property at SW Alder Ave. from SW 2nd Street to 285 SW Main Court for the sum of \$1.00 per year. The size of the lots combined would be approximately 338.3 feet deep and 113.8 across at the widest part on 2nd Street, and narrowing to 44.2 across at the back section near SW Main Court. *Exhibit A & B*

2. PROPOSED LEASE

The proposed lease would be long term. 25 years. The water, sewer, and storm charges would remain the responsibility of the city. Spruce up Warrenton would be responsible for cleanliness, maintenance and upkeep of the property and improvements.

3. WETLAND/FLOOD PLAIN STATUS

We have information from the City of Warrenton Planner that this section of the park is not wetland.

4. IMPROVEMENTS

Improvements would include a 30 foot gazebo, walkways, and landscaping. Spruce Up Warrenton will make the area accessible to the public, and meet all the regulations of the city, county and state for building a structure such as a gazebo. We are also planning to add picnic tables, benches, corn throw permanent stations, and exercise stations. Interior Lighting is included in the plans for the gazebo as well as overhead subdivision style street lighting around the exterior of the structure.

5. PURPOSE OF THIS PROJECT

The purpose of the gazebo is to have a gathering place for the community. SUW foresees renting it for weddings, reunions, picnics, concerts, art shows, City announcements and etc.

6. ADDITIONAL INFORMATION

Spruce Up Warrenton does not plan to have additional parking, garages, utility systems, or sewer. We do plan to install a locking water faucet to water the plants. We see no need for more fire protection as Fire hydrants are located according to the city code. SUW will not add any perimeter fencing.

Proposal to Lease the Peterson property continued – Page 2

7. REVIEW OF GAZEBO

Picture of the gazebo we are proposing. **Exhibit C.** The cost of the kit SUW is looking at is \$37,870
We have one bid to assemble the gazebo for \$14,240.00

As of this date we have budgeted, or expect the cost to be \$89,270
this includes: “beefing up” the structure to stand 135 MPH winds, pagoda roof, shingles, electrical wiring, concrete, and 100 bricks. **Phase #1 - Exhibit D** Material List from one company. We are currently talking to several sources on costs and materials.

We plan to sell bricks, picnic tables and benches and place plaques of family names or businesses that want to “adopt” the items. We also have a plan to include other non profits in the community and the high school to “adopt” a part of the park for maintenance and assistants in planting of natural plants and shrubs, watering, minor repairs, and upkeep.

We are contacting businesses for donations, and applying for a grant. As well as getting bids for mowing, and maintenance of the property.

INSURANCE

The city would retain insurance on Peterson Park along with the other City Parks.

8. MANAGEMENT

Although the city will not have any responsibility for the gazebo. Spruce Up Warrenton intends to share ideas and plans prior to making permanent changes to the property.

The Board of Directors of Spruce Up Warrenton will manage the gazebo and park. They will also be responsible for scheduling and renting the gazebo. If we find this is too time consuming for our volunteer Board, we will hire a person to handle the scheduling and renting of the gazebo. All advertising and preparation of the park and gazebo will be the responsibility of SUW. The purpose of the gazebo is to improve the city and have a gathering place for the community. We don't plan to cause any expense or time to the work load of the city employees staff or the City Commissioners.

Spruce Up Warrenton intends to apply for funds from the Quincy Robertson fund through the city to help pay for maintenance in conjunction with grants and donations we either have or expect to receive. We understand the available amount this year is \$28,000.

We have bids at this time for maintenance of the park of \$100 to \$150 each mowing and trimming.

Termination without cause would mean the City would pay for the improvements made by Spruce Up Warrenton. If either party wishes to terminate the lease they would give a 90 day notice of termination.

If the gazebo is not built within five years the property would revert back to the City of Warrenton and the lease between the City and Spruce Up Warrenton would become void.



Exhibit B



Exhibit C

Your Gazebo is Complete!

Call us today at 1-800-700-1777 to speak with a gazebo designer.

Review Your Gazebo

Gazebo Basics

Type: Gazebo
Shape: Octagon
Material: Wood
Size: 30 ft

Customized Options

Roof: Pagoda
Cornice: Straight
Posts: Straight
Braces: Standard
Spindles: Straight
Gazebo Finish: Painted
Roof Material: Architectural
Shingles
Deck Material: No Deck

Colors

Color: Painted White
Roof: Dual Black
Floorboard: No Deck

Enclosures

Screens: None

Accessories

Electrical Package: 1
Additional Outlets: 4
Ceiling Fan: None
Weathervane: No
Benches: 0

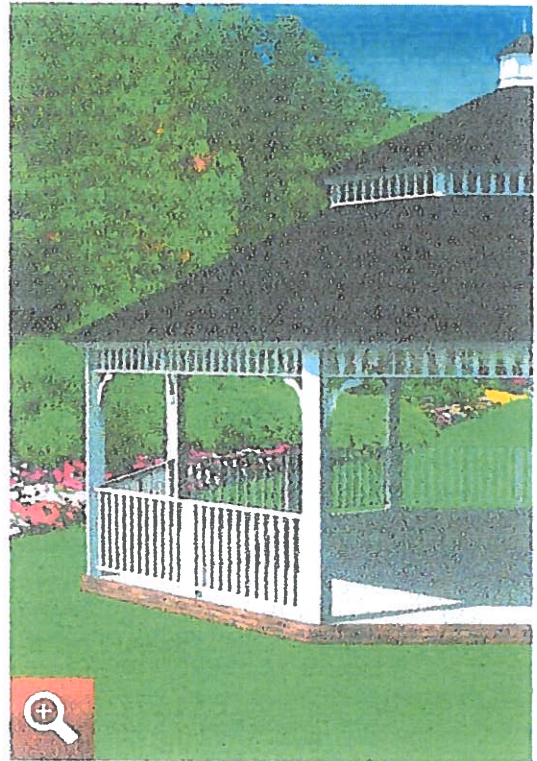


Exhibit D

Spruce Up Warrenton [SUW] proposal for Gazebo on Peterson propriety on 2nd Street behind City Hall

Break ground in the Fall of 2023

Organizers: Corey Bigelow, Builder, Landscaper, Jeanne Smith, Chair of SUW, Brenda Hoxsey, Chair Organization Committee and members of Spruce Up Warrenton Board Members

First Phase of Project

- Gazebo
- benches/tables
- Concrete and brick walkways around Gazebo

Community Involvement: Place a sign at the corner of Harbor and North Main Avenue that shows the amount of donations made towards the Gazebo in the park

Advertise in the Newspapers, fliers, businesses for cash donations/ contact businesses that have shown an interest in making donations of materials and products. Encourage students and non profits to adopt an area of the park to help maintain it.

Bricks and tables that may be purchased and used at the Gazebo with name of "sponsor" or family

Design of Our Gazebo

- Gazebo shape-Octagon
- Gazebo Size- 30 feet across
- Two openings
- Material-Wood
- Roof Style-Pagoda
- Roof Material-Shingle
- Shingle color-Black
- Standard Cornice
- Victorian Braces
- Balusters-Turned posts
- Straight balusters & Turned spindles
- Paint color-White
- Electrical Package plus two
- Benches inside gazebo

Improvements:

- Bricks with names of families and businesses
- Picnic tables and benches
- Walkway from Sidewalk to Gazebo
- Sidewalk with bricks and concrete around Gazebo
- Street Lights [3]
- spot lights in plants around and inside Gazebo [4]

continued

Exhibit D

This proposal is the first draft of what Spruce Up Warrenton would like to do and the people are names that have assisted at this time. Both lists will enlarge upon the approval of the City Commissioners.

This information is dated March 15, 2022 and was submitted by one company. We are currently talking to several company's, engineers, landscapers, and interested parties.

Costs for Phase One without any donations

\$ 89,270

Kit for Gazebo is	\$37,870
Wood deck	15,970
Pagoda Roof	5,995
Benches	\$690
Victorian braces	\$650
Electrical package	\$770
shingles	_____
Concrete	_____
Labor	\$14,240

Additional upgrades

100 Bricks cost \$15 each sell for \$80 one line \$100 for 2 lines
picnic tables \$ 300 sell them for \$1,000 with plaque of family name/business
benches \$200 each sell them for \$500
low maintenance flowers and bushes \$2500

materials
some labor